

MINOR SITE PLAN CHECKLIST

Definition: A minor site plan shall have the following characteristics -- legal access is to an existing publicly or privately maintained paved road or street; encompasses less than five (5) acres, and is occupied by only one building containing less than twenty thousand (20,000 sq. ft.) square feet; off-street parking requirements are less than thirty-five (35) spaces; meets all other standards for development as set forth in the Ordinance.

Project Name: _____

of Copies Submitted: _____

Project Number: _____

Date Submitted: _____

Project Location: _____

Dates of Correspondence: _____

Tax Map #: _____

Date Certified Complete: _____

Developer/Engineer: _____

<u>Item</u>	<u>Submitted</u>	<u>Comments</u>
a. Name and address of owner:	_____	_____
b. Name and address of applicant:	_____	_____
c. Proposed title of project:	_____	_____
d. Name, signature, license number, seal and address of engineer, land surveyor, architect, planner, and/or landscape architect involved in preparation of site plan:	_____	_____
e. Title block:	_____	_____
f. Tax map sheet for property:	_____	_____
g. Street location:	_____	_____
h. Location map showing location of tract with reference to surrounding properties, streets, municipal and county boundaries:	_____	_____
i. North arrow:	_____	_____
j. Numeric scale:	_____	_____
k. Graphic scale:	_____	_____
l. Current and/or requested zoning including:		
Typical lot area:	_____	_____
Width/depth:	_____	_____
Yard setbacks:	_____	_____
Building Coverage:	_____	_____
Open Space:	_____	_____
Buffer and landscape areas w/ description of plantings/material:	_____	_____
Location of saved trees outside buildable area:	_____	_____
Parking:	_____	_____
m. Certification by Registered Land Surveyor:	_____	_____

"I hereby state that to the best of my knowledge, information, and belief, the survey shown hereon was made in accordance with the Minimum Standards Manual for the Practice of Land Surveying in South Carolina, and meets or exceeds the requirements for a Class A survey as specified therein."

n. Signature blocks and state registration number (if applicable):

Planning Director: _____

	Zoning Administrator:	_____	_____
	City or County Engineer:	_____	_____
	Project Engineer:	_____	_____
	Project Land Surveyor:	_____	_____
	Owner of Project:	_____	_____
o.	Acreage of tract (nearest 1/10 of acre):	_____	_____
p.	Date of original plan/revisions:	_____	_____
q.	Size/location of existing structures:	_____	_____
r.	Size/location of proposed structures:	_____	_____
s.	Building setback dimensions:	_____	_____
t.	Existing/proposed streets/alley ways (including ROW widths, pavement widths, & St. names):	_____	_____
u.	All proposed lot lines and area of lots in sq. ft.:	_____	_____
v.	Front yard setback line as per zoning district requirements:	_____	_____
w.	Copy and/or delineation of existing/proposed deed restrictions/covenants:	_____	_____
x.	All existing water courses (w/in 200 ft. of property):	_____	_____
y.	Flood plains (w/in 200 ft. of property):	_____	_____
y.	Wetlands or other environmentally sensitive areas (w/in 200 ft. of property):	_____	_____
aa.	Detailed utility infrastructure plans (sanitary sewer/water/stormwater/telephone/electric/cable tv):	_____	_____
bb.	Landscape Plans w/ details:	_____	_____
cc.	Site identification signs:	_____	_____
dd.	Traffic Control Signs and directional signs:	_____	_____
ee.	Parking plan showing:		
	Size of parking space:	_____	_____
	Type of parking space:	_____	_____
	Aisle width:	_____	_____
	Curb cuts:	_____	_____
	Drives/driveways:	_____	_____
	All ingress/egress areas and dimensions:	_____	_____
ff.	Architectural plans and elevations showing main & accessory structures (drawn to scale):	_____	_____
gg.	Contour lines:	_____	_____
hh.	All on-site easements:	_____	_____
ii.	Meets and bounds description:	_____	_____
jj.	Location of all fire hydrants:	_____	_____
kk.	Location of dumpster sites & screening:	_____	_____